

TECHNICAL EXHIBIT 3

DOCUMENTATION ACTION MATRIX TO SECTION C5

The following table shows an Action Code and Description matrix for actions taken in performing activities related to documentation requirements. These action codes are used throughout Section C-5 in describing the documentation requirements.

<i>ACTION CODE</i>	<i>DESCRIPTION</i>
A	Put copy in local file
B	Copy on Material
C	Attach to Material, put copy in local file
D	Release to Expeditor with proper Security Clearance
E	Contact User, put copy in local file
F	Log in Logbook
G	Count number of pieces and log count on log sheet
H	Hold for Delivery
I	Stamp with verifier or inspector's stamp and stock record stamp; return paperwork to Air Force representative
J	Attach 2 stamped copies to material and 1 stamped and signed copy to local file
K	Hold for Pick Up
L	Deliver to Bldg #340
M	Return Paperwork to Bldg #376
N	No Paperwork – Bring Materiel when necessary
P	Send copy to RPO
R	Send to Customer Service
1	Confirm data, incheck/build work order
2	Forward to Shipping with Material
3	Turn in to manager for reimbursement purposes
4	Forward to Warehouse with Material
5	Confirm data, forward with Material
6	Forward to shipment planning
7	Forward with Material
8	Attach to Material
9	Putaway label is put on material at receiving when input into the DSS and used to store material
10	Put label on material (different colored labels for locals & missions)
11	Put DD1348-1A on material
12	Put MSL label on material (when required)
13	AF923 Form used by AF Item Manager for walk-throughs
14	Fax/send AF923 to warehouse for walk-through, surge request and/or upgrade or downgrade of Kits
15	Surge Form used by AF for ordering during surge activities
16	Batch Reports for Special Inspection Report (KSAA Listing)

17	Batch Report for Suspense (MCRE Report)
18	Rewarehousing Label to send to new location or PP&M
19	DD1222 Request for Disposition of Materiel Exceeding Shelf Life (Shelf Life to send to Testing to see if it's still good);verify with Shelf Life Extension Data System (M204)
20	Batch Report for Ad Hoc Discrepancy (PE3U Report)
21	CC-Mail Instructions to update or downgrade Kits
22	DD250
23	DD1149
24	AF332 Form Request for Kit build-up
25	Phone Calls to check on locations
26	DD1225 (Advise Item Manger of changes to NIIN)
27	Letter
28	Two-way memos for receipt/reply verification when action is complete
29	Close pack material to ship out
30	Hand Receipt on count, NSN, DOC, NOUN and Signature
31	Inventory inputs 1 st and 2 nd counts/operator's request to do inventory
32	D6 Document where maintenance turn-ins are used for classified storage (one copy to Expeditor, 2 copies stay with material)
33	Form for shipping material off-base (locally developed transaction log)
34	DD1907 or GBL used to bring classified material in for Storage
35	Hand Receipt (material must be signed for)
36	DD2075 Document used for material turn-in for maintenance
37	Six copies separated; 2 copies go with carrier, 1 copy mailed to cosignee; 1 copy to DCMC; 1 copy to MTMC/EA; 1 copy of report imaged
38	Collect GBL for mailing period; mail to designated office
39	Type invoices for overseas air carriers
40	Send to Receiving within 24 hrs; notify of incoming classified shipments
41	Customer inquiry regarding outbound shipments
42	Scan GBL into imaging system for reference
43	GO21 Data Entry
44	Locally developed transaction log completed for Site Location vice temp storage site
45	Create IRRD for item, post to DSS and place item in stock
46	DSS Generates DD1085
47	Notification to MTMC, Get facsimile with approved list of carriers
48	Release Freight
49	Update Reports using DSS data for DLA report
50	DIM. And WGT Freight
51	Mechanized Pack/Close
52	Offer to Transportation/Confirmation (DSS defaults to confirmation)
53	Receive Material
54	Split Pick into Packs
55	Walk Throughs (Take DD1149 to Shipment Planning for input into DSS; Get PCN; Process material)
56	Hazardous Offer
57	Shippers Declaration of Dangerous Goods (DD For 1468)
58	After the fact Ad Hoc Move

59	Bring Vehicle to Door
60	Close Doors
61	Direct Move
62	Driver Signoff
63	Enter Empty Vehicle
64	Print/Reprint a VLO
65	Input TCN, get carrier tracking number/label, send material to carrier door
66	Direct Load
67	Get GBL, review, have driver sign, return for Billing
68	Access CRIF
69	Addressing (add subaddress) if required
70	Cancellations
71	Create Laser Card
72	Determine rating method
73	EDI
74	FMS Processing
75	Follow ups
76	Force Closure
77	Frustrated MRO Processing
78	Late lines
79	Manual Allocation
80	Missing MRO Address
81	MRO Exception Data
82	MRO Processing Inquiries
83	Print Signature Tally
84	Re-rate Bill of Lading
85	Response to Air Challenge
86	Review CBL, Print CBL
87	Review Common Shipping Data
88	Review Freight Document
89	Review GBL, Print GBL
90	Ship Direct
91	Super MRO (Requisition for item off of accountable balance)
92	Transshipments (Walk-through with item)
93	Key GBL, Manually input date, mode and time
94	Manually allocate shipment onto more than one truck
95	Funds are incorrect; done prior to action 62
96	Overseas shipments require a call to air clearance authority
97	CONUS shipments require a call to customer for verification of need; request to change go lower cost mode
98	Change mode of shipment as required